

NATIONAL GUARD BUREAU
GENERAL OFFICER MANAGEMENT OFFICE



NGB-GO, 111 South George Mason Drive, Building 2, Arlington, Virginia 22204

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) ANNOUNCEMENT

ARNG and ANG Request for Nominations

*****E-9, Three-Year, Extended Active Duty (EAD) Position*** Statutory Tour Position**

Job Announcement Number: JS-E-13-008
Senior Enlisted Advisor (SEA), National Guard Bureau

1. We are currently soliciting names of current/previous ARNG Command Sergeants Major (including SGMs eligible for reappointment as CSM per NGR 600-200, chapter 7) and ANG Command Chief Master Sergeants who are interested in being considered for the **three-year extended active duty position** described below. Please provide the following information to NGB-GO **NLT 25 January 2013**. All nomination packages should be mailed to: **NGB-GO, 111 South George Mason Drive, Building 2, Arlington, Virginia 22204** or emailed to GOMailbox@ng.army.mil.

2. Information required:

a. Adjutant General's endorsement with the following:

- (1) Current Duty Position
- (2) Rank and full name
- (3) SSAN
- (4) DOB
- (5) DOR
- (6) Current Status: M-Day, AGR, Technician
- (7) Performance summary of the significant jobs performed by the nominee. The summary

must be on jobs viewed as significant in the career of the individual. Example: Pat Collins is an outstanding leader who can handle any challenge with total success. He/She took the largest, most diverse and most demanding division in the International Negotiations Directorate and made it the best. His/Her leadership and guidance to The Adjutant General on enlisted issues was always on the mark.

- (8) Job Announcement Number and position

(9) If not currently the State Command Sergeant Major (CSM) or Command Chief Master Sergeant (CCM), a letter of endorsement from the State CSM or CCM is required.

b. Resume:

(1) **Biographical Summary IAW the sample attached to this announcement.** Must include a list of all authorized badges, awards and decorations.

(2) Include a **signed, single sheet** addendum (sample attached) specifically addressing qualifications (military and civilian, boards and committees) as they relate to the special requirements or duties of the position. **Any joint duty experience, to include joint exercises/deployments, and graduated command level experience should be documented.**

(3) 8" x 10" color photo, head and shoulders or command photo (Army: Class A uniform/Air: Blue Service Dress).

c. Memorandum from the nominee stating his/her vision for the position of NGB SEA.

d. Must have a current passing physical fitness result within past 12 months. The last 3 APFT/HTWT or AF Fit Tests must be included with the application package. Must meet height and weight standards as established by component.

e. **ARNG** – ERB stamped and validated or DA Form 2-1, signed true and certified by soldier and Personnel Service Battalion (PSB) clerk; **ANG** – Record Review List Report of Individual Personnel (RRL RIP) from Military Personnel Data System (MiLPDS).

f. **ARNG** – ARNG Current Annual Statement (NGB Form 23A); **ANG** – Copy of AF Form 526 (Retirement Point Credit Record) from MiLPDS.

g. Last 5 Enlisted Evaluation/Performance Reports. **ARNG:** NCOERs must be input in the individual Personnel Electronic Records Management System (iPERMS). **ANG:** Similar statements of performance from Air Guard personnel. **NOTE:** Not all Air Guard enlisted personnel receive annual evaluations, in this instance a memo or letter of input from their Adjutant General will be accepted.

h. Advanced education/college degree is highly desirable.

i. Security Clearance Verification: Person Summary Page from the Joint Personnel Adjudication System (JPAS). **ARNG** - Contact your Director, Military Personnel (J1); **ANG** - Contact your Unit Security Manager for assistance.

3. Physical - If selected for the position, an original or a legible copy will be required.

a. **ARNG:**

(1) A current Chapter 2 (entrance level) or Chapter 3 (retention) physical is acceptable. If the physical is current but older than 12 months, a current PHA is required.

(2) HIV test result within the past 12 months is required.

b. ANG:

(1) Traditional Guard/AGR:

- a. Reserve Component Periodic Health Assessment (RCPHA): Must be <12 months old
- b. SF 507 PIMR overprint, Health History Questionnaire: Must be < 12 months old
- c. AF Form 422, Physical Profile Serial Report: Must be < 60 days old
- d. SF 600 PIMR overprint, most current
- e. HIV test: Must be < 6 months old
- f. Type II Dental Exam: Must be < 12 months old
- g. Cardiac Risk Index (CRI): required if age 40 or older. If CRI >10,000, then an Exercise Treadmill Test (ETT) is required
- h. Include any consults required or recommendations by the examining physician

(2) Statutory Tour members – Not applicable

4. Miscellaneous Information and/or Requirements:

- a. ANG: Graduation from ANG Chief's Executive Course preferred.
- b. Must be a graduate of Senior Enlisted Joint Professional Military Education (SEJPME). Members currently enrolled in SEJPME may apply, and must complete the course prior to interviewing for this position.
- c. Graduate of Keystone is highly preferred.
- d. This position is a **full-time, three-year extended active duty tour**.
- e. States will be advised of select/non-select at the appropriate time.

5. The position is:

JS-E-13-008

Senior Enlisted Advisor, National Guard Bureau

Duty Location: Washington, District of Columbia

Authorized Grade: Command Sergeant Major/Command Chief Master Sergeant

Start Date: 15 May 2013

Duty Information/Special Qualifications/Requirements: Serves as the Senior Enlisted Advisor to the Chief, National Guard Bureau (NGB) on all matters pertaining to the NGB Army and Air enlisted force. Regularly represents NGB at national and international functions. Serves on councils and attends conferences as the NGB senior enlisted representative, and works with the senior enlisted members of all the Military Services and Reserve Components. Works closely with the Command Sergeant Major, ARNG, and the Command Chief Master Sergeant, ANG. Trains NGB senior enlisted personnel on strategic level topics of joint concern. Supports Congressional testimony of the Chief, NGB. Supports NGB programs such as State Partnership Program, Diversity, Family Programs and others. Serves as Advisor to the Employer Support for Guard and Reserve Program. A working knowledge of NGB joint programs at the state and national level is desirable. Must be able to obtain a Top Secret security clearance. Incumbent must possess superior written and verbal communication

skills, with demonstrated experience in public speaking. Must be a graduate of the United States Army Sergeants Major Academy or Senior NCO Academy (in-residence is desired). Must present a military/professional image. Mobilization in support of OIF/OEF/OND is desirable. Regular direct contact with drill status Guardsmen and familiarity with their concerns is desired. Presently or in the recent past has worked directly for a general officer is recommended. Other professional military courses that may be applicable to this position are the National Defense University (NDU), National Incident Management System (NIMS) training, NDU joint courses, etc.

6. Please contact Mr. Jim Martin at 571-256-7832 with any questions and send emails to **GOMailbox@ng.army.mil** – please include the Job Announcement Number in the subject line.

NEGATIVE RESPONSE REQUIRED – this should be done by email to **GOMailbox@ng.army.mil**.

ADDENDUM

PAT COLLINS, Command Sergeant Major (ARNGUS)

ANNOUNCEMENT NUMBER: JS-E-XX-XXX

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of ten vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2011 is in excess of \$29 million. Position requires intercontinental travel to customer locations.

Include a paragraph, in the above format, for each military or civilian position, board or committee that provides additional qualifying information or experience for the position.

Addendum is limited to one page.

Pitch should be no smaller than 10. Margins should be no less than 1”.

Nominated member's signature

Date

BIOGRAPHICAL SUMMARY

Name: SHAQ, JOHN Q.

Rank: Sergeant Major / Chief Master Sergeant

MOS/AFSC: 11B40 / 2A091

Date of Rank: 29 September 2002

Age: 48

Date of Birth: 20 September 19XX

Total Years of Service: Over 31 years

Present Assignment: First Sergeant, 1-168th Field Artillery, Nebraska Army National Guard, Scottsbluff, Nebraska 00000

Civilian Occupation: Human Resources Deputy Director, Winchell Corporation, Scottsbluff, Nebraska

Military Schools Attended

Infantry Officer Basic and Advance Course

National Defense University, Reserve Components National Security Course

Civilian Education

North Carolina State University - BS Degree – Textile Engineering

University of North Carolina - MBA Degree – Business Administration

AWARDS AND DECORATIONS

Legion of Merit

Meritorious Service Medal with 3 Bronze Oak Leaf Clusters

Army Commendation Medal with 1 Bronze Oak Leaf Cluster

Army Achievement Medal

Army Reserve Components Achievement Medal with 1 Silver Oak Leaf Cluster

National Defense Service Medal with Bronze Service Star

Humanitarian Service Medal

Armed Forces Reserve Medal with Silver Hourglass Device and M Device

Army Reserve Components Overseas Training Ribbon with Numeral 2

Army Service Ribbon

(List State awards) **Reminder - if on Title 10, State Awards are not listed**

Ranger Tab

Parachutist Badge

MAJOR DUTY ASSIGNMENTS

ACTIVE DUTY

Platoon Leader, Company C, 1st Battalion, 502d Infantry, 101st Airborne Division

(Air Assault), Fort Campbell, Kentucky

| <u>FROM</u> | <u>TO</u> |
|--------------------|------------------|
| Feb 82 | Aug 84 |

Assistant S-3 (Operations), 327th Infantry Battalion, 101st Airborne Division (Air

Assault), Fort Campbell, Kentucky

| | |
|--------|--------|
| Aug 84 | Aug 85 |
|--------|--------|

USAR - Not on Active Duty

Aide-de-Camp to the Commanding General, 157th Army Reserve Command, Philadelphia, Pennsylvania

| | |
|--------|--------|
| Aug 85 | Jan 87 |
|--------|--------|

ARNG - Not on Active Duty

Staff Sergeant Major, Headquarters Troop, 1st Squadron, 148th Cavalry,
67th Infantry Division, Montgomery, Alabama

Jan 87 Aug 88

ARNG - AGR

Training NCO, Headquarters Detachment, Military Department of Alabama

Jun 90 Jun 93

ARNG - Active Duty for Training

Student, Advanced Non Commissioned Officer Course, Carlisle Barracks, Pennsylvania

Aug 97 Jul 98

DEPLOYMENT INFORMATION**DUTY**

Battalion Command Sergeant Major
First Sergeant

STATION

Saudi Arabia
Iraq

FROM

Jun 90
Jun 04

TO

Jun 91
Feb 05

PROMOTIONS

| <u>Rank</u> | <u>Component</u> | <u>Date</u> |
|-------------|------------------|-------------|
| CSM | AUS | 1 Feb 81 |
| SGM | RA | 8 Feb 81 |
| MSG | AUS | 8 Jun 83 |
| SFC | RA | 28 Jun 84 |
| SSG | USAR | 3 Mar 86 |
| SGT | ARNG | 25 Aug 90 |
| SPC | ARNG | 5 Jul 95 |
| PFC | ARNG | 4 Oct 97 |